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#### **Educational Background**

**University** : Helwan University  
**Faculty of Commerce & Business Administration**  
**Graduation Year:** 1998  
**Languages** : Arabic “Mother Tongue “  
English “Excellent Written and Spoken”

#### **Computer Skills**

“Windows – Word – Excel – Data plus System – Great Plains System-Comsys System-Opera System - Iscala System “

#### **Work Experiences**

##### **Professional Experience I**

**Working as Cluster Financial Controller – Radisson BLU Ikeja, Radisson Ikeja and Park INN VI, Lagos, Nigeria. (February 2019 – January 2021)**

### **Responsibilities:**

- Maintain the 3 Properties accurate and timely financial and operating information and provide business analyses, interpretations and projections as and when required
- Oversee all company accounts and investments
- Create monthly and annual reports to identify results, trends, and financial forecasts
- Manage cash flow by tracking transactions and regularly reviewing internal reports
- Prepare and present Annual Budget for the 3 hotels in Conjunction with HOD and G.M's
- Develop, document and maintain financial report and budget expenses.
- Supervise and manage financial department staff, including accountants and financial assistants
- Motivate and lead finance team members by clarifying roles and providing helpful feedback
- Suggest updates and improvements for accounting systems, including payroll and invoicing
- Ensure that all financial transactions are properly recorded, filed, and reported
- Establish and implement financial reporting systems to comply with government regulations and legislation
- Collaborate with auditing services to ensure proper compliance with all regulations
- Develop forecast and financial plans for the company based on research and data reports
- Review all financial plans and budgets regularly to look for cost reduction opportunities
- Examine all financial reports and data closely to check for discrepancies
- Create systems to prevent errors in data collection and calculations

### **Professional Experience 2**

**Financial Controller : Radisson BLU Mamy yoko Hotel - Radisson Hotel Group – Freetown, Sierra Leone From 05/2015:01/2019**

### **Responsibilities:**

- Maximizes cash flow performance of the hotel through controls on inventory, credit and collection, disbursements, deposits and remittances
- Enforces, documents and establishes adequate controls for all revenues and expenses and protection of assets, and ensures controls will satisfy or improve the level of guest service
- Maintains accurate and timely financial and operating information and provides analyzes, interpretations and projections to management as required
- Conducts monthly inspections and tests to ensure all departments are complying with required procedures
- Performs those duties as required by the Corporate Controller in respect of controls
- Follows up on all capital expenditures to ensure compliance with original justification and approval
- Assists and provides financial guidance in the formulation and implementation of the business plan, hotel and departmental budgets, and objectives programmed, and to manage relevant budgets appropriately

- Provides proactive administrative support to management with reference to policy enforcement, business advice and operational assistance
- Obtains appropriate legal counsel regarding the business practices of the hotel, and maintains awareness of local rules, laws and regulations
- Reviews prices and recommends changes to the General Manager
- Implements and maintains acceptable accounting practices and procedures as required by corporate policies and procedures, generally accepted accounting practices, and those affected by local conditions
- Participates in local recognized professional and industry organizations in order to extend personal development and general awareness within the profession
- Maintains professional, proactive and technical competence in own field
- Provides safekeeping, including proper storage and access for all contracts, leases and other financial records

#### **Professional Experience 3&4**

**Ass. Financial Controller : Park Inn by Radisson – Radisson Hotel Group – Sharm Elsheikh from 02/2014:04/2015**

**Ass. Financial Controller (in Charge): Radisson BLU – Radisson Hotel Group – Sharm EL Sheikh From 02/2011: 01/2014**

- **Responsibilities:**
- To ensure that each section of the Accounting & Finance Department is managed efficiently, maximizing utilization of Technology.
- Serve as a financial advisor to Hotel Management and Ownership
- Handling Internal & External Audit and to ensure to avoid any qualifications.
- To assist the Financial Controller to liaise with all revenue generating departments on their operating procedures so as to achieve effective internal control to ensure all the hotel's revenue is being recognized and recorded.
- Responsible for supervising and directing the financial activities of the hotel.
- To assist the Financial Controller to liaise with Materials Department on the operating procedures so as to achieve effective internal control to minimize costs.
- To supervise the Credit Manager in ensuring that all the precautionary measures have been implemented and all the outstanding debts are collected on a timely basis to minimize bad debts as far as possible.
- To be demanding and critical when it comes to departmental standards.
- To conduct weekly A/R meeting with A/R Team, Financial Controller, Front Office Manager, Director of Sales and Hotel Manager.
- To set guidelines and deadline dates for each employee's monthly work in order to ensure timely financial reporting.
- To ensure that an organized, up-to-date filing system is maintained for all pertinent financial records.
- To organize the accounting office in conjunction with the Financial Controller.

- To distribute work to employees on an equitable basis and make a proper succession plan.
- To schedule and introduce flexible job functions through job rotation.
- To ensure the smooth operation of the Accounting and Cost Control during the absence of the Financial Controller.
- To co-ordinate an effective and efficient Payroll Management / Resource allocation through establishing a flexible work force throughout the Division, based on the principles of Multi Skilling and Multi-Tasking.
- To represent the Accounting & Finance Division on the hotel's Executive Committee in absence of the Financial Controller.
- To support staff needs based on the hotel priorities and anticipated business levels.
- To ensure that relevant supporting documents of daily transactions are completed and have been verified for the Financial Controller and General Manager's review and signature.
- To assist the Financial Controller in implementing and streamlining the internal control procedures covering all activities of the hotel.
- Performs the duty of the Duty Manager thrice in a month.

## **Work Experiences**

**5- Chief Accountant: Park Inn by Radisson – Radisson Hotel Group – Sharm Elsheikh from 07/2009:01/2011**

**6- Senior Accountant: Park Inn by Radisson – Radisson Hotel Group – Sharm Elsheikh from 06/2008:06/2009**

**7- Accounts Payable S.V & Paymaster: Prima Life Makadi (By Travel Ways)– Hurghada “From 04/2007 :05/2008**

**8- Accounts Receivable: Sea Star Beau Revage – Hurghada “From 10/2005 : 4/2007**

**9- Accounts Payable & Paymaster: Sea Star Beau Revage – Hurghada “From 06/2003 :09/2005**

**10- Inventory Controller & Paymaster: Sea Star Beau Revage – Hurghada “From 05/2001 :05/2003**

**11- General storekeeper: Sea Star Beau Revage–Hurghada “: From 04/2000: 04/2001**

**12- F&B Storekeeper: Sultana Beach Resort – Hurghada “: From 11/1999: 03/2000**

## REFERENCES

For any additional information, please feel free to contact:

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